

# Assurance Council



## MINUTES

4/26/11

10:30

COMITIUM

<b>MEETING CALLED BY</b>	Bruce Chrisman			
<b>TYPE OF MEETING</b>	Fermilab Assurance Council			
<b>FACILITATOR</b>	Bob Grant			
<b>NOTE TAKER</b>	M. Tolian			
<b>ATTENDEES</b>	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen E. Vokoun	B. Grant D. Carlson <del>K. Van Vreede</del> <del>V. White</del> J. Heyes	A. Filak G. Leonard N. Grossman S. Henderson B. Brooks	B. Boroski <del>G. Beck</del> T. Miller P. Garbincius

## Agenda topics

- Poll for New Management Issues
- Handout and Discuss the Contractor Assurance System Description
- Update on Program Manual Example
- Update on Lab Policy Manual
- Update on CAS Implementation Schedule
- Update on Graded Approach at Fermilab
- Update on Format of Management Systems Manual

## DISCUSSION

No new Management Issues

CAS System Description to be sent along to Assurance Council Members

Program Manual Example –

E. Vokoun working on an example with the help of D. Carlson. First draft to be done around the time of the steering committee meeting in early June.

Policy Manual –

Slide presentation by E. Vokoun

Owners of priority 1 and 2 policies will begin to see drafts sent to them soon.

Policies are being written from the Contract point of view; general philosophical policies at the highest level.

Seven newly created policies; approximately 18 in total. Suggestion made to have existing, rewritten policies go to the MSO for review the first draft before going to B. Chrisman & B. Grant.

CAS Implementation Schedule –

Corporate Governance should be addressed next. Draft should be complete by the June steering committee meeting.

Graded Approach –

E. Vokoun asked to create a high level policy description of what the term 'graded approach' should mean.

## SPECIAL NOTES OR HANDOUTS

**All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:**

<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.